

**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGN PROFESSIONAL SERVICES**

PRELIMINARY DESIGN VIA REQUIREMENTS ANALYSIS / FEASIBILITY STUDY

FOR A

FACILITY TO HOUSE STATE DATA CENTER, STATE AGENCY OFFICES, AND  
WAREHOUSE

FOR THE

DEPARTMENT OF INFORMATION SYSTEMS

IN

LITTLE ROCK, ARKANSAS

SEPTEMBER 7, 2008

**RFQ # 470-RFQ-0901**

**SUBMITTAL DEADLINE: SEPTEMBER 29, 2008**



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# I. INTRODUCTION

## A. General

In accordance with Arkansas Code Annotated § 22-2-101 et seq., Arkansas Building Authority (ABA) Minimum Standards and Criteria (MS&C) § 2-100, and the Office of State Procurement's Policies and Guidelines, the Department of Information Systems (DIS) is soliciting qualifications from qualified firms to provide architectural and engineering preliminary design services for a facility to house a State Data Center, State Agency Offices, and warehouse. Applicants must be properly registered with the appropriate professional boards in accordance with Ark. Code Ann. § 17-15-101 et seq. (Arkansas Architectural Statutes), and Ark. Code Ann. § 17-30-101 et seq. (Arkansas Engineer Statutes).

The Arkansas Building Authority 2008 Minimum Standards and Criteria document is available at: [http://www.arkansasbuildingauthority.com/Docs/About\\_The\\_ASBS/Standards\\_and\\_Criteria-2008.pdf](http://www.arkansasbuildingauthority.com/Docs/About_The_ASBS/Standards_and_Criteria-2008.pdf)

## B. Objective

DIS is seeking a qualified professional architectural and engineering design services firm to provide a facility requirements analysis / feasibility study.

The State of Arkansas, via DIS, is currently evaluating the possibility of building a new facility with multiple buildings/components: one building/component for a new mission-critical, Tier III State Data Center (SDC); and another building/component for state agency offices and a warehouse. Pre-design estimates by DIS calculate all components of the new facility to be 174,000 square feet. The State Data Center component shall be designed to be stand-alone, hardened, concurrently maintainable and N+1 Tier III level (as per the Uptime Institute Tier Classifications). The SDC component is estimated at 50,000 square feet with 16,000 square feet of raised access floor. The SDC shall be of modular design for current needs, plus have three (3) to eight (8) year expansion space and be of a scalable design for future expansion. The state agency office component is estimated at 100,000 square feet and the warehouse component is estimated at 24,000 square feet. The facility shall be of environmentally sound design by "green" building and IT practices as defined by The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ and The Green Grid. This facility will be built in accordance with the standards as described in Arkansas Code Annotated §22-3-1801, "Arkansas Energy and Natural Resources Conservation Act".

The Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and Facilities is the standard for all new construction and alterations as established in 28 CFR 35, Appendix A as amended. See the ABA MS&C §§ 2-1000 to 2-1003 for additional information and requirements.

The facility will be designed and built to provide the greatest long term value for the State of Arkansas and will either be new construction or the modification and build-out of an existing structure.

This study will provide an analysis of existing state data center services and environment that will articulate future growth projections and develop recommendations based on findings, "best

practices”<sup>1</sup>, and business case analysis that will define the project requirements for a mission critical, next-generation Tier III State Data Center. The firm’s analysis from pre-design to a preliminary conceptual/schematic design and realistic budget will translate the state’s needs and strategic requirements into a detailed report on the necessary infrastructure and performance criteria for a new facility that will house a mission-critical, next-generation, Tier III, State Data Center; state agency offices, and warehouse. The data from this study will provide critical information for legislative consideration of a capital project appropriation and will be used as input for the detailed design and construction phases of this project. The facility will be located in the Little Rock - Central Arkansas area.

The consultant must have expertise in the area of data center design topology to meet, at a minimum, Tier III (Concurrently Maintainable) performance standards as defined by The Uptime Institute (<http://uptimeinstitute.org/>), Green building and IT practices as defined by The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ and The Green Grid. See (<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=222>) and (<http://www.thegreengrid.org/home>).

**Additional Mandatory Requirements:** The consultant must have a minimum of 10 years of experience conducting data center requirements studies and have experience with data centers over 10,000 square feet raised access floor and with high availability characteristics. The consultant should be capable of executing the study data to completion, utilizing a staff with appropriate construction management, electrical, mechanical, and design experience and capabilities. The consultant must also provide a single point of contact.

### **C. Background**

DIS is currently located in Little Rock, Arkansas. Its data center facility is located in a multi-agency building with public access and is not suitable for a mission critical data center. The DIS data center houses critical hosted systems for state agencies, boards, and commissions which provide services for the state and public sector. This is accomplished via high standards for assuring the integrity and functionality of the hosted computer environment through secured systems, data backup, offsite storage, and disaster recovery. DIS objectively self-evaluates its data center status at Tier I, per the Uptime Institute Tier Classification. This is a “basic site infrastructure” with an “N” capacity to support the IT load and requires periodic shutdown for mechanical and electrical maintenance. The DIS data center is using approximately 11,000 sq. ft. of “conditioned” raised access floor space, as well as shared space with the building for infrastructure (power, cooling, fire suppression, etc.) support equipment.

Because of the strategic role of technology in state government and services hosted in the current facility, it has been recommended that the state have a Tier III State Data Center. The current building is 28-years old and will not support the infrastructure upgrades that are required

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<sup>1</sup> Best Practices defined by: “High Performance Data Centers – A Design Guidelines Sourcebook” January 2006 via Lawrence Berkeley National Laboratory and Pacific Gas and Electric Company ([http://hightech.lbl.gov/documents/DATA\\_CENTERS/06\\_DataCenters-PGE.pdf](http://hightech.lbl.gov/documents/DATA_CENTERS/06_DataCenters-PGE.pdf)); the Uptime Institute™ (<http://uptimeinstitute.org/>); Marist College - Institute for Data Center Professionals (IDCP) *Data Center Facilities Management* courses instructed by: Robert “Bob” E. McFarlane, Principal, Shen Milsom & Wilke, Inc.; and Marist College - Institute for Data Center Professionals (IDCP) *Greening of the Data Center* course instructed by: Steven Ahladas, Electrical Engineer IBM Data Center Services

to elevate the data center from its existing Tier I level to a Tier III level. A Tier III data center has a “concurrently maintainable site infrastructure” which is appropriate for the support of state agency data centers and the 24x7 services they provide to their internal and external clients. A Tier III data center anticipates only 1.6 hours (96 minutes) annual site downtime. The Tier III data center infrastructure has redundant capacity components in the power and cooling systems which allow for data center maintenance without affecting operations. Tier III sites are the most common level for mission-critical data centers with high availability requirements.

#### **D. Submittal of Statement of Qualifications**

Responses to this RFQ shall be submitted to the Selection Screening Committee Facilitator identified under Section IV. A. 1 of this RFQ on or before the date stipulated.

#### **E. Clarifications / Inquiries**

Prospective respondents may submit written questions or requests for clarifications to the Selection Screening Committee Facilitator on or before 4:00 PM CDT on the date shown under Section III of this RFQ. Any and all inquiries shall be in writing and will be responded to in writing. Oral communications shall not be accepted, but in any event shall not be binding upon DIS and shall not modify the terms, conditions, or specifications of this RFQ or relieve the consultant of any obligations under any contract resulting from this RFQ.

Communication between consultants and the Selection Screening Committee Facilitator shall be in writing by mail, fax or email. All questions concerning this RFQ should reference the RFQ section and page number. All questions must be submitted no later than the date specified in the SCHEDULE OF EVENTS, Section III of this RFQ. Communication concerning this RFQ shall follow the requirements set forth in this document and be addressed to:

**Mike Hill, Selection Screening Committee Facilitator**  
**Arkansas Department of Information Systems (DIS)**  
**P.O. Box 3155**  
**Little Rock, Arkansas 72201**  
**501-682-4310 (Fax)**  
**[mike.a.hill@arkansas.gov](mailto:mike.a.hill@arkansas.gov)**

**Email inquiries shall include a subject line of: DIS RFQ Design Professional Services**

**IT IS THE RESPONSIBILITY OF THE CONSULTANT TO INQUIRE ABOUT AND CLARIFY ANY OF THESE RFQ REQUIREMENTS THAT ARE NOT UNDERSTOOD. NO ORAL INQUIRIES WILL BE ACCEPTED.**

#### **F. Standard Provisions**

##### **1. Equal Employment Opportunity Policy**

In compliance with Act 2157 of 2005, the Office of State Procurement is required to have a copy of the consultant's Equal Employment Opportunity (EEO) Policy prior to issuing a contract award. EEO Policies, found at the following email address: [eeopolicy.osp@dfa.state.ar.us](mailto:eeopolicy.osp@dfa.state.ar.us), shall be submitted as a hard copy accompanying the Statement of Qualifications response. The Office of State Procurement will maintain a file of all consultant EEO Policies submitted in response to solicitations issued by the office.

The submission is a onetime requirement, but consultants are responsible for providing updates or changes to the respective policies and supplying EEO policies upon request to other state agencies that must also comply with this statute. Consultants that do not have an established EEO policy will not be prohibited from receiving a contract award, but are required to submit a written statement to that effect.

## **2. Minority Business Policy**

Minority participation is encouraged in this and all other procurements by state agencies. "Minority" is defined by Arkansas Code Annotated §1-2-503 as "black or African-American, Hispanic-American, American Indian or Native American, Asian, and Islander". The Arkansas Economic Development Commission conducts a certification process for minority businesses. Consultants unable to include minority-owned businesses as sub-consultants "may explain the circumstances preventing minority inclusion".

## **3. Employment of Illegal Immigrants**

Pursuant to Act 157 of 2007, all consultants must certify prior to award of contract that they do not employ or contract with any illegal immigrants in its contract with the state. Consultants shall certify online at:  
<https://www.ark.org/dfa/immigrant/index.php/disclosure/submit> and submit a screen shot of the online form with the RFQ response.

## **4. Disclosure**

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this contract. Any consultant, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency. The Executive Order 98-04 Disclosure Form may be found at:  
[http://www.arkansas.gov/dfa/procurement/pro\\_eo9804.html](http://www.arkansas.gov/dfa/procurement/pro_eo9804.html) and  
[http://www.arkansas.gov/dfa/procurement/documents/contgrantform\\_082007.pdf](http://www.arkansas.gov/dfa/procurement/documents/contgrantform_082007.pdf)

Failure to comply with this requirement may cause the Statement of Qualifications to be deemed non-responsive and may cause the Statement of Qualifications to be removed from consideration.

## **5. Reservation**

This RFQ does not commit the DIS to award a contract, to pay costs incurred in the preparation of a RFQ in response to this request, or to procure or contract for items.

## **6. Terms and Definitions**

The following are terms used in this Request for Qualifications which may be referred to by additional reference words or acronyms:

- Arkansas Building Authority: ABA
- Arkansas Department of Information Systems: DIS
- Arkansas Office of State Procurement: OSP
- Consultant: entity submitting a response to the RFQ; a design professional usually employed by the architect, to help design a project, such as, an electrical engineer, structural engineer, mechanical engineer, interior designer, etc.

- Firm: as defined for architect-engineering services, is any individual, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering
- Minimum Standards and Criteria: MS&C, MSC
- Organization submitting a Response: Firm, Consultant
- Request for Qualifications: RFQ, Statement of Qualifications
- Team: a group of professional specialists with expertise in different resources but linked in a common purpose, who collaborate to develop and evaluate alternatives that are high in complexity and have many interdependent subtasks

DIS has made every effort possible to use industry-accepted terminology in this RFQ and will attempt to further clarify any point or item in question upon request.

## **7. Laws**

The selected consultant shall agree to abide by all governing laws, ordinances, regulations, and policies of the State of Arkansas, generally which include but are not limited to General Accounting and Budgetary Procedures Law, Ark. Code Ann. § 19-4-101 et seq., Arkansas Ethics in Public Contracting Laws, Ark. Code Ann. § 19-11-701 et seq., Procurement of Professional Services, Ark Code Ann. § 19-11-801 et seq. The enactment of any state or federal statute or the promulgation of regulations there under after execution of this contract may be reviewed by the state and consultant to determine whether the provisions of the contract require formal modification. If laws are changed by any means to make this Request for Qualifications, any contract or part of the contract resulting from this RFQ not viable, the state and each participating entity and consultant will be held harmless.

## **8. Choice of Law & Forum**

This RFQ and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding related to any cause of action of any nature arising from or related to this RFQ or contract may be brought only before the appropriate forum in Arkansas. This provision shall not be construed to waive sovereign immunity under Article 5, Section 20 of the Arkansas Constitution or other applicable laws, but giving effect to federal laws.

## **9. Acceptance and Rejection of Statement of Qualifications**

DIS reserves the right to accept submittals of "Statement of Qualifications" and to accept or reject, in part or its entirety, any submittal received as a result of this RFQ if it is in the best interests of DIS to do so. RFQ submittals may be rejected for one or more of, but not limited to, the following reasons:

- a. Failure of the consultant to adhere to one or more of the provisions established in this RFQ.
- b. Failure of the consultant to submit the Statement of Qualifications in the format specified in Section IV.
- c. Failure of the consultant to submit the Statement of Qualifications on or before the deadline established by DIS as stated on the RFQ cover sheet and in Section IV.
- d. Failure to adhere to any section of this RFQ.
- e. Failure of the consultant to respond to a request for oral or written demonstrations or presentations.
- f. Failure of the consultant to comply with the intent of any statement in this document, which has the word "must", "should", "shall" or "will" in it.

## **10. Indemnification**

The consultant, or any contract resulting from this RFQ, shall agree to indemnify and save the State of Arkansas and DIS and its participating members harmless from:

- a. Any claims or losses resulting from services rendered by any sub-consultant, person, or firm, performing or supplying services, materials, or supplies in connection with the performance of the contract;
- b. Any claims or losses to any person or firm injured or damaged by erroneous or negligent acts, including without limitation disregard of federal or state regulations or codes, of the consultant, its officers, employees, or sub-consultants in the performance of the contract;
- c. Any claims or losses to any person or firm injured or damaged by the consultant, its officers, employees, or sub-consultants by the publication, translation, reproduction, delivery, performance, use, or disposition of any data processed under the contract in a manner not authorized by the contract, or by federal or state regulations or codes;
- d. Any failure of the consultant, its officers, employees, or sub-consultants to observe Arkansas laws, including but not limited to labor laws and minimum wage laws.

## **11. Termination of Contract**

DIS reserves the right to terminate in whole or in part any contract resulting from this RFQ, upon 30 calendar day's written notice to the consultant.

### **a. Termination for Cause by DIS**

The following causes are reasons for termination by DIS. This list is not to be interpreted as all inclusive:

- DIS determines that the consultant (or its sub-consultants) has failed to satisfactorily perform its contractual duties and responsibilities;
- Substantial changes in the personnel directly responsible for performing the tasks of the contract;
- Insolvency (however evidenced); if any authorized audit finds the program is ineffective, not cost effective, or a violation of state laws exists, or the filing of bankruptcy;
- If it is determined that gratuities, bribes, or something voluntarily given in return for a favorable treatment of any kind were offered to or received from any officials, agents, or employees of the consultant;
- If the consultant has provided falsified information in support of the RFQ or contract.

### **b. Termination for Convenience by DIS**

DIS may also terminate any contract resulting from this RFQ for convenience, whenever DIS shall determine that such termination is in the best interests of DIS. Such termination may take effect by providing 30 calendar days written notice to the consultant. Consultant shall be entitled to payment for any charges incurred by the consultant through the date of the notice of termination to the extent that DIS has funds available to make payment and the service deliverables are accepted by DIS.

### **c. Default and Remedies**

Non-performance by the consultant of any requirements or conditions of any contract resulting from this RFQ shall constitute default. Upon default, DIS shall issue a written notice of default to the consultant. The consultant has 15 calendar days to cure said default. If the default is repeated during the term of the contract or any renewal thereof, DIS may, in its sole discretion, decide to terminate the



contract or remaining portions thereof and exercise any remedy provided by law or conditions in the contract.

**d. Non-appropriation**

Pursuant to Ark. Code § 19-11-238, DIS shall terminate any contract resulting from this RFQ at the end of any biennial period when funds have not been appropriated or are otherwise unavailable to continue the contract. DIS shall provide the consultant written notice that the contract shall terminate in ninety (90) calendar days or at the beginning of the next biennial period, whichever comes first.

DIS shall notify the consultant by providing written notice. DIS shall honor commitments made and approved prior to the termination of the contract for services satisfactorily performed and accepted by DIS.

**12. Method of Payment**

Invoices for the preceding billing period shall be mailed or submitted electronically to DIS no later than the 15th day of the month. All invoices must reference the DIS assigned contract number. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon written acceptance by DIS of services and receipt of approved invoice. The payment of invoices will be made within 45 days from receipt of invoice. Invoices shall be sent to the following address:

**Arkansas Department of Information Systems  
Attention: Financial Operations Accounts Payable (AP)  
P.O. Box 3155  
Little Rock, Arkansas 72203**

**13. Incurred Costs**

DIS is not liable for any cost incurred by the firm or consultant in replying to this RFQ.

## **II. SCOPE OF SERVICES REQUESTED**

A. The selected firm will provide professional services including but not limited to the following:

1. Perform a multi-week engagement to conduct a facility requirements analysis / feasibility study. DIS is seeking professional architectural and engineering design services for production of preliminary plans and specifications in order to budget for a new facility with multiple buildings/components: one building/component for a new mission-critical, Tier III State Data Center; and another building/component for state agency offices and a warehouse.
2. Conduct multiple, on-site meetings at DIS for gathering data, determining requirements and planning purposes. Information and data regarding business objectives, strategic plans, services provided, technology considerations, reliability goals, best practices, IT short and long term growth plans, and other topics will be collected for the input into the program study.

3. Perform analysis for: computer and network hardware space planning, operational functional planning, electrical and mechanical capacity analysis, utility analysis, reliability alternatives, physical security and fire protection analysis, site location (in regard to natural and man-made disasters), and program study.
4. Determine level of hardened facility required to withstand possible natural and manmade disasters in the central Arkansas area, which may include those disasters caused by floods, lightning, tornados, earthquakes, airport, train, highway, utility line, gas line, chemical proximity, and explosives.
5. Development of high level objectives and strategies that will serve as the basis for subsequent design, build, commission, and procurement decisions.
6. Development of future growth projections for Tier III data center infrastructure and services required for state network based on location data, external benchmarks, data center and network trends and alternatives.
7. Identify, assess, and recommend options for new models of delivery of a state of the art, cost effective, energy efficient, reliable, scalable, "right size", and concurrently maintainable, data center and support space solutions for the SDC and state network.
8. Provide a dedicated project manager to oversee the study and report to DIS designated SDC project counterparts.
9. Development of an estimate of the maximum probable cost of detailed design, construction, and commissioning of a new facility.
10. Development of an estimate of the maximum probable cost for the relocation of existing data center equipment from the current data center(s) to the new facility.
11. Review proposed sites for compliance with federal and state regulations regarding floodplain development management.
12. If requested by DIS, the firm will conduct one or two (1 or 2) high level assessments of existing facilities within the central Arkansas area that may be considered for a retro-fit to meet the state's requirements.
13. Work with DIS to develop a business case for a new facility.
14. Development of a final presentation to be presented to DIS Executive team and project team to include no less than:
  - a. Final Project Document to include information regarding the following:
    - Infrastructure design considerations for redundancy, fault tolerance, maintainability, facility growth strategy, and data center reliability definitions
    - data center planning guidelines
    - space, power, and cooling requirements
    - structural, architectural, mechanical, fire protection, electrical, and physical security design criteria
    - site assessment criteria, including facility location considerations
    - project acceptance testing criteria
    - green design considerations

- budget and schedule estimates for stated options/alternatives of detailed design, construction, and commissioning phases
  - budget and schedule estimates for equipment relocation from current facility to new facility
- b. Final conceptual / schematic design documentation of facility and each building component.
  - c. Final electrical single line drawing of each building component
  - d. Final mechanical flow diagram of each building component
  - e. Architectural rendering of overall facility
  - f. Stated options/alternatives shall be ranked including the cost estimates, in order by the most desirable to least desirable option
  - g. Estimate of the annual utility consumption
  - h. Estimate of the annual maintenance & operating cost

### III. SCHEDULE OF EVENTS

- A. The following schedule of events is provided for preliminary planning and to convey the understanding of the time critical events and milestones for the development of this project only. This schedule of events is subject to change without notice and it is the responsibility of the consultant to contact DIS and to check the DIS website (<http://www.dis.arkansas.gov/>) "Announcements" section for changes to this timeline. This schedule will be reviewed and revised for each step of the process up to and including the negotiation of the design services contract, legislative approval, purchase order issued, and the study period.

*DIS acknowledges the timeframe from award to engagement is aggressive. However, due to legislative requirements, strict adherence to this schedule is mandatory. Firms who are unable to meet this aggressive schedule should not submit a response.*

<u>Date</u>	<u>Procurement Event or Project Activity</u>
9/7/2008 – 9/14/08	DIS advertises the RFQ
9/16/08 by 4:00 PM CDT	Deadline for submittal of written questions or clarifications
9/17/08 by 4:00 PM CDT	DIS will provide written answers to all questions and requests for clarifications
9/29/08 by 4:00 PM CDT	Deadline for submittal of qualifications to DIS
9/30/08 – 10/03/08	Preliminary Selection Screening Committee will review and evaluate all responses

10/03/08	DIS notifies ABA and all responding applicants of the preliminary selection results, identifying the finalists selected for interview
10/03/08	Set up interviews with the finalists (15 working days allowed)
10/27/08 – 10/28/08	Finalists present oral presentations and interviews
10/28/08	Finalist is selected
10/31/08	DIS notifies all finalists of firm selected for negotiation
10/28/08 - 10/31/08	Complete the contract negotiation with the finalist
10/31/08	Deadline for submitting contract to ABA for review
11/5/08	Contract reviewed by Legislative Council Review Committee (Pending confirmation of date)
11/21/08	Contract reviewed by Arkansas Legislative Council (Pending confirmation of date)
11/24/08	Contract approved by DF&A (Pending confirmation of date)
11/25/08	Contract executed and purchase order issued (Pending confirmation of date)
12/01/08 – 01/31/09	Design Professional team conducts state data center requirements analysis and feasibility study (Pending confirmation of dates)
2/06/09	Final report delivered to DIS (Pending confirmation of dates)

## IV. WRITTEN QUALIFICATIONS SUBMISSION GUIDELINES

### A. Submittal Information

1. Provide eight (8) hard copies and one (1) electronic copy in Portable Document Format (PDF) of the Statement of Qualifications addressed to the Selection Screening Committee Facilitator at:

**Mike Hill, Selection Screening Committee Facilitator  
Arkansas Department of Information Systems (DIS)  
P.O. Box 3155, Little Rock, Arkansas 72203**

*OR if using carrier other than United States Postal Service for street address delivery:*

**One Capitol Mall, Room 3B201, Little Rock, AR 72201**

2. Submittals must be received at the above address on or before 4:00 PM CDT, Monday September 29, 2008. Failure to meet this requirement will result in automatic disqualification for consideration under this RFQ.
3. Envelopes should state "Statement of Qualifications for Arkansas Department of Information Systems Design Professional Services, RFQ 470-RFQ-0901".
4. Firms are responsible for delivery of their RFQ documents to the addresses shown above prior to the scheduled time. When appropriate, firms should consult with delivery providers to determine whether the RFQ documents will be delivered to the street address prior to the scheduled time for submittal deadline. Delivery providers, UPS, FedEx, and DHL deliver mail to DIS's street address on a schedule determined by each individual provider. These providers will deliver to DIS offices based solely on the street address.
5. In accordance with the policies of DIS and the State of Arkansas concerning recycling of paper products, the Statement of Qualifications should be printed on recycled paper or on paper suitable for recycling. Do not include plastic laminated sheets or covers.
6. The submittal should be bound in a plastic comb binder, tape binder, three-ring binder, or other similar method suitable for ease of removal for recycling.
7. The Statement of Qualifications should contain the information listed in Section IV. B. Contents. Please note the submittal page limitations (maximum) as applicable. Unused pages in one section of the response may not be substituted for additional pages in another section. Failure to adhere to the maximum page limitations will result in disqualification of the submittal.
8. A page shall consist of one typewritten, graphic or photo representation on standard 8½" by 11" stationary. Double sided print on standard 8 ½" by 11" paper will count as two pages. Maps, graphics, or photos on one side of 11" x 17" paper will count as two pages. Other paper sizes or blank filler pages are discouraged. It is not necessary to prepare a response to this solicitation using elaborate brochures and artwork, expensive paper, and bindings or other expensive visual presentation aids.
9. Submittal brochures should be tabbed and indexed to correspond to the numbering and labeling shown in Section IV. B. Contents.
10. No information concerning the Statement of Qualification, evaluation scores, or the identity of the evaluators will be released by DIS until all ratings have been summarized and approved by the appropriate procurement official of the Office of State Procurement or DIS.

## **B. Contents**

1. Transmittal Letter (one page)

This is to serve only as the document addressing transmittal of the Statement of Qualifications. The letter should provide the name, title, taxpayer identification number, address, telephone number, and email address of the official contact and an alternate contact. These individuals should be available to be contacted by telephone or email or

attend meetings to provide clarification on the Statement of Qualifications as may be appropriate. A brief summary of the consultant's qualifications may be provided within the body of the letter. The letter should be signed by a principal or corporate officer of the consultant.

2. Office Size and Location (one page)

Provide a description of the size, structure, and location of your firm. If housed in multiple locations, provide a description of the staffing at each location. Include a detailed description of the staffing and resources for the office from which you intend to service this contract.

If you intend to utilize outside consultants, provide a description of their primary office size and location.

3. Key Personnel of the Design Team (10 pages maximum)

Provide a description of the key personnel to be used on the design team, including outside consultants. Provide a brief description of the qualifications including education and licenses. You may include an organizational chart. The descriptions should detail the role each individual will play along with brief examples of similar projects where this individual served in the same or a similar capacity. Descriptions should also indicate how long the person has been with the current firm and where the individual has worked (if other than the current firm) in the last five (5) years and in what capacity.

Discuss the special qualifications/certifications held by the key personnel on your team and how these certifications for special qualifications will provide additional value or expertise to the project.

4. Experience (12 pages maximum)

Provide detailed descriptions of projects of identical or similar nature and scope that demonstrate your understanding of the requirements of this project. Examples should be as closely matched to this type of project as possible. Examples of other projects that demonstrate your ability to address key elements of this type of project may be included provided the link between the key element and the anticipated application to this project is clearly delineated.

Discuss the overall success of each project in the terms of owner satisfaction, reductions in operating and maintenance costs, and if known, the public relations value added to the owner's reputation or business.

5. Management Plan (6 pages maximum)

Describe your firm's management approach for projects of this size and nature. The description should demonstrate an ability to acquire and disseminate the types of information required in a project of this size and nature in an expedient and efficient manner to all members of the design team and the owner. Provide a description of the format(s) that will be used to gather, document, distribute, and follow up on project requirements and milestones. Provide a description of the quality control methods used by your firm to document and track the project requirements to ensure compliance with

the owner's project requirements and all regulatory review agency submittal and approval requirements.

6. Schedule (3 pages maximum)

Describe your team's current workload and, if awarded the contract for this project as indicated under Section III above, discuss how your firm will structure your design team's activities to meet this schedule. Provide a discussion of the major obstacles that you foresee in accomplishing this project in the time frame indicated and what your firm can do to address these obstacles in order to keep the project on track.

7. Cost Control (4 pages maximum)

Describe your team's approach to developing estimates of probable construction costs for the construction phase of similar projects. Include a discussion of the accuracy of your team's estimates on all projects of similar size and complexity over the past three (3) years and, if available, provide a discussion of the factors affecting estimates that exceeded plus or minus (+/-) ten (10) percent of the owner's original budget at the start of the design phase.

8. Previously Awarded Arkansas State Contracts (3 pages maximum)

Provide a complete listing of all Arkansas state contracts that the consultant has had within the previous 24 months, including all current contracts. This listing should be limited to state agencies, boards and commissions, higher education institutions, the Arkansas Highway and Transportation Commission, the Arkansas Game and Fish Commission, and any Arkansas constitutional offices. You do not need to include public schools (K-12), county and municipal government units or federal government contracts.

Listing should show the agency with whom you had or have a contract, the type of contract (or name of specific project), term of the contract (beginning and ending dates), amount of the contract, and the name, phone number, and email address of the point of contact (person having operational knowledge of the contract) within the agency.

9. Proof of Registration (No page limit)

Submit evidence of proof of registration by the appropriate board having jurisdiction for each of the key personnel and the firms on the team. Failure to provide proper evidence for all registered team members known at the time of this submittal will be grounds for rejection of the submittal of qualifications. The firm selected for award under this RFQ may add or replace team members at any time during the course of the project subject to new members being properly licensed and acceptable to DIS.

All individuals and firms must have a valid and current license and must be in good standing with the applicable board. Acceptable forms of proof from the Board of Architects and the Board of Engineers will be one of the following:

- a. A copy of the board issued wallet card showing the name of the individual or firm, the license number, and the current expiration date. (Place multiple cards on a single page.)

- b. A copy of the individual's or firm's license downloaded from the appropriate board's official website.
- c. A copy of the on-line verification of the individual or firm's license or certificate downloaded from the appropriate board's official website. The copy should show the individual or firm's name, license or certificate number, and current expiration date.

10. Proof of Insurance (No page limit)

The primary design firm should submit proof of professional liability and general liability insurance in accordance with the requirements and limitations set forth in the Arkansas Building Authority Minimum Standards and Criteria under Section 2-312 and 2-313. Omission of evidence of adequate insurance will be grounds for rejection of the submittal of qualifications. The firm selected for award under this RFQ must maintain the insurance current and effective throughout the period stipulated in the Arkansas Building Authority Minimum Standards and Criteria. The firm may change insurance carriers subject to notification to DIS. Any new carrier must be acceptable to DIS and ABA.

11. Equal Employment Opportunity Policy (EEO) (No page limit)

The firm shall submit a copy of their EEO policy or statement which is currently on file with the Arkansas Department of Finance and Administration – Office of State Procurement (OSP). Omission of this requirement will be grounds for rejection of the submittal of qualifications. EEO Policies, found at the following email address: [eeopolicy.osp@dfa.state.ar.us](mailto:eeopolicy.osp@dfa.state.ar.us) shall be submitted as a hard copy accompanying the Statement of Qualifications response.

12. Employment of Illegal Immigrants (No page limit)

Pursuant to Act 157 of 2007, all consultants must certify prior to award of contract that they do not employ or contract with any illegal immigrants in its contract with the state. Omission of this requirement will be grounds for rejection of the submittal of qualifications. Consultants shall certify online at: <https://www.ark.org/dfa/immigrant/index.php/disclosure/submit> and submit a screen shot of the online form with the Statement of Qualifications response.

13. Disclosure (No page limit)

The firm must complete and submit the Contract and Grant Disclosure and Certification Form as required by Governor's Executive Order 98-04. Omission of this requirement will be grounds for rejection of the submittal of qualifications. The form is located at: [http://www.arkansas.gov/dfa/procurement/documents/contgrantform\\_082007.pdf](http://www.arkansas.gov/dfa/procurement/documents/contgrantform_082007.pdf)

14. Taxpayer Identification Number (No page limit)

The firm must complete and submit the Form W-9 Department of the Treasury Request for Taxpayer Identification Number and Certification Form. Omission of this requirement will be grounds for rejection of the submittal of qualifications. The form is located at: <https://www.ark.org/consultant/forms/fw9.pdf>



## **V. EVALUATION OF RESPONSES AND SELECTION CRITERIA**

### **A. General**

The following provides a general overview of the evaluation process and describes the scoring criteria to be used in this evaluation process. The statements of qualifications will first be screened to determine that the submittal meets the guidelines and requirements of this RFQ. Submittals which do not fully comply with these requirements will be disqualified from consideration by the committee.

All compliant submittals will be distributed to the Preliminary Selection committee members for evaluation. After each committee member has completed his or her evaluation and scoring, the committee will convene to discuss each submittal and total the scoring from all members.

The evaluation team will be comprised of three (3) or more representatives from DIS. Voting members will have subject matter expertise in the areas of project management, contracting, design, construction, operations and maintenance, or management of the programs housed in this agency.

### **B. Evaluation Criteria and Scoring**

#### **1. Transmittal Letter**

No points will be awarded for the transmittal letter; however omission of the letter will be grounds for rejection of the submittal of qualifications.

#### **2. Office Size and Location**

Office size and location will be evaluated upon the anticipated needs for this particular project schedule. A maximum of five (5) points will be assigned to this category.

Considerations will be given to the size and location of the primary design consultant's office as well as all outside consultants. A maximum of three (3) points will be awarded for office size and maximum of two (2) points will be awarded for the location of the consultant's office(s) serving this project.

The number of discipline-specific designers and support staff should be adequate to staff the proposed design team and backup personnel.

The proximity of the primary design professional's office will be evaluated based upon approximate travel time to the project site.

#### **3. Key Personnel**

Key personnel will be evaluated on their experience relative to the capacity in which they will serve on the team. A maximum of twenty (20) points will be assigned to this category. Experience on projects of the same or similar nature as this project will be the primary consideration. If a member is designated as a lead designer in a specific area, previous experience in lead roles is considered desirable. If this is the person's first project in a lead position, this will not automatically disqualify that individual but the relative

importance of that position to the overall success of the project will be considered and points may be deducted for lack of adequate experience. The length of employment with the current firm will be considered as well as employment history during the past five (5) years. Individuals should have been employed by their current employer at least six (6) months and should not have had more than three (3) different employers during the past five (5) years.

#### 4. Experience

Experience will be evaluated on its relevance to this specific project's requirements. A maximum of 25 points will be assigned to this category. Experience on projects of the same or similar nature as this specific project will be the primary consideration. Experience of a general nature demonstrating an understanding or problem solving capability for discrete elements or functions related to this project's requirements will also be considered relevant. For example, past projects involving a mission critical, high-availability data center but not necessarily associated with a server room in an office building may demonstrate that the respondent possesses the talents suited for this project.

The firm/team should demonstrate that its members have adequate specific experience designing buildings of the size and complexity as the proposed project. The firm/team should have designed several buildings housing the types of functions required in the proposed facility/building. A maximum of 15 points will be allocated to specific experience demonstrated on projects of the same nature as this project.

The firm/team should demonstrate that its members have adequate general experience designing buildings of this size and complexity for federal or state government agencies. The examples should demonstrate relevance to this project by profiling discrete elements contained in this project for an overall aptitude for designing buildings that would fit into this environment and geographic region. A maximum of 10 points will be allocated to general experience relevant to this project.

#### 5. Management Plan

The respondent will be scored based upon technical proficiency in the development and implementation of an effective management plan. A maximum of 15 points will be assigned to this category.

The firm's/team's management approach to gathering, disseminating, and tracking critical information will be evaluated against the needs and requirements of DIS and ABA. Firms using those methodologies that match or mirror the requirements should be scored higher than firms using methods that are not compatible with DIS or ABA's systems.

The firm's/team's quality control procedures, organization and use of key personnel throughout the entire project will be evaluated for skill, proficiency, continuity, and project management.

6. Schedule

The respondent will be evaluated on demonstrated ability to meet the project schedule outlined in Section III of this RFQ. A maximum of 15 points will be assigned to this category.

The firm's/team's current workload will be evaluated to determine that the team has adequate personnel and resources available at key critical times to maintain the production schedule for this project. In addition, the respondent's discussion of major obstacles and possible solutions will be a primary consideration.

Staffing patterns, staff utilization, and staff productivity for the firm will be evaluated to determine if an adequate number of key and support personnel are assigned or available to execute the project in a timely manner. The organizational structure of the team will be evaluated to ensure that the appropriate mix of talent and expertise is available for each phase of the project. The firm's use of, and approach to, the team concept as well as contingency planning will be considered.

7. Cost Control

The respondent will be evaluated on demonstrated ability to meet established project budgets. A maximum of 15 points will be assigned to this category. Respondent's understanding of both hard costs (construction contract items) and soft costs (items outside of the general construction contract) will be considered.

The construction cost estimating examples provided by the respondent should be from the projects referenced in the specific experience described in item four (4) above. A maximum of 10 points will be awarded for demonstrating the ability to accurately estimate the probable cost of construction within the plus or minus 10% level of the actual bid cost for all projects noted.

The respondent's understanding of the total cost of a project, and the factors that contribute to estimates exceeding the plus or minus 10% target will also be considered. A maximum of five (5) points will be awarded in this area.

8. Previously Awarded Arkansas State Contracts

The respondent's current and recent contracting history will be evaluated to ensure that all qualified firms have an equitable opportunity for state contracts. A maximum of five (5) points will be assigned to this category.

### C. Summary of Statement of Qualifications Scoring

Preliminary Selection Screening		
	Category	Maximum Points
1	Transmittal Letter	0
2	Office Size Location	5
3	Key Personnel	20
4	Experience	25
5	Management Plan	15
6	Schedule	15
7	Cost Control	15
8	Previous Arkansas Contracts	5
	Total	100

### D. Notification of Results

In accordance with the Arkansas Building Authority Minimum Standards and Criteria § 2-106, within three (3) working days after the committee has completed this portion of the evaluation, DIS shall notify all responding applicants by mail of the selection results, naming the finalists selected for interview.

## VI. SELECTION OF CONSULTANTS FOR INTERVIEWS

- A. In accordance with Arkansas Building Authority Minimum Standards and Criteria, § 2-106, a maximum of five (5) respondents will be identified as the most responsively qualified and will be selected for the oral presentation and interview phase. The total scores from all evaluators will be averaged to arrive at a ranking for each submittal. The firms having the highest average scores will be selected for interviews. In the event of tie scores for any position of ranking, the ties will be broken by coin toss elimination. The firm winning the coin toss will be placed in the ranking above the loser of the toss. The coin toss will be conducted by the evaluation committee chair and witnessed by the evaluation committee facilitator.
- B. The order of the scheduled times for interviews will be determined by random drawing. The names of the firms selected for interview will be placed in a container and the names will be drawn one at a time from the container by the evaluation committee facilitator. The order of the schedule will be as follows: the first name drawn will have the first time slot; the second name drawn will have the second slot; and so forth until all names are drawn. All interviews will be scheduled to take place on two consecutive days at the same location.
- C. Should DIS receive only one response to this solicitation, then DIS may request that ABA waive the interview phase and proceed directly to the negotiation of a contract with the single respondent or DIS may re-evaluate the services requested and re-advertise the solicitation. If DIS

elects to request the waiver, the committee must complete the evaluation of the one response and average the scores to ensure the respondent meets the minimum qualifications and expectations. A copy of the scoring and submittal will be forwarded to ABA with the waiver request.

## VII. ORAL PRESENTATIONS AND INTERVIEWS

### A. General

1. Each respondent selected will be notified in writing of their selection and scheduled for oral presentations and interviews. Respondents will be given no less than 15 working days to prepare for this meeting. Respondents should be prepared to answer questions concerning the qualifications and capabilities of their proposed team and the presentation should be well prepared and concise. The respondent will be given approximately 60 minutes to discuss their unique qualifications, team structure, and to present examples of their previous works. Approximately 60 minutes will be allocated for the committee to ask questions relevant to the proposed team and the project. After the question and answer period, approximately five (5) minutes will be allocated for the consultant to make a brief closing statement regarding why he/she believes his/her firm/team is the best qualified for this project.
2. Interviews will be conducted at the business offices of DIS or as shown in the letter of notification. The respondent may use photographic slides, PowerPoint presentations, or poster board displays for visual aids during the presentation. It will be the responsibility of the consultant to bring necessary equipment (laptop / notebook computer) for this presentation. DIS will provide projector, screen, easels, and stand for the consultant.
3. The consultant may elect to provide paper copies of photographs or visual aids to the committee for later review. A maximum of two (2) copies of printed materials will be permitted. Both copies will be presented to the evaluation committee facilitator. One copy will be retained in DIS's file and one copy will be forwarded to ABA. Materials should be bound in a folder labeled in a similar manner to that of the initial response to the request for qualifications. The consultant may use photographic quality matte paper, color paper, and other non-recyclable paper for this portion only. This material will be used by the committee as a reference only during the evaluation. It is not necessary to prepare elaborate exhibits, displays, or presentations with high end audio or graphics. No points will be awarded or deducted for handout materials whether presented or not. Presentation materials may be submitted as printed copy and electronic copy on a CD or USB Flash Drive, labeled with the firm's name. Electronic copies should be in PDF format.
4. ***In accordance with Arkansas Building Authority Minimum Standards and Criteria, § 2-106 .8, preliminary designs or suggested designs for this specific project will not be permitted.*** This includes renderings, sketches, site plans, space plans, or other graphic or pictorial representations developed for this specific project. Failure to adhere to this requirement will be grounds for disqualification. This prohibition is not intended to exclude examples of projects of similar functions that have been previously prepared for

other clients. Audio/visual presentations and boards may be used to help communicate that the firm understands the nature of the proposed project and unique design challenges that may be encountered. All visual presentation materials should contain an identification of the client or city/state location for which that material was prepared.

## **B. Contents of the Oral Presentation**

### **1. Office Size/Location**

This presentation topic should serve to demonstrate that the design team has adequate offices, sized, and located in a manner that will provide proper response times to DIS's project needs. Where the prime design firm will utilize outside consultants, the relationship of the consultant's offices and support to the project should be detailed. The support staff capabilities of the firm should be discussed as well as any unique or special capabilities that the prime consultant or sub-consultants may possess that can be employed in the design of the project.

The consultant should discuss the current office workload and explain how the proposed staffing pattern will meet the anticipated needs of this project. The current workload should be presented in terms of a percentage of work-to-capacity that the firm currently has and has experienced over the past 12 months. The amount of excess capacity should be related to an amount of personnel or man-hours that will be available for this project assignment.

### **2. Key Personnel**

The consultant should present an overview of the proposed design team structure. If changes to the proposed team are necessary since the submittal of the written Statement of Qualifications, disclose the nature of the changes and present the qualifications of the new members at this time. This will also be the opportunity to expand or elaborate on the special qualifications of any of the personnel assigned to this project. Team leaders for each major discipline should be available to discuss their roles and responsibilities in the development of this project as well as the unique or special talents they bring to the team.

### **3. Experience**

The consultant should present an overview of previous project experiences that illustrates the capabilities and expertise of the proposed team's ability to deliver high quality, functional, and aesthetically pleasing designs. The range and types of design challenges the firm has encountered on previous projects that might occur on this project should be discussed as well as how the firm overcame the challenges.

Examples of projects containing engineering designs that might be applied to this project should also be presented and discussed. Emphasis should be placed on projects resulting in high reliability, efficient energy performance, and concurrent / low maintenance requirements.

Visual presentations of projects representing the firm's style and creativity may be presented. To the maximum extent possible, these examples should reflect projects of similar size, function, and complexity. Examples that demonstrate the firm's continuity in

design style may also be applicable, as well as examples that represent the style of architecture common to and appropriate for this geographical region.

The consultant may discuss or present examples of projects for which his/her team has received regional or national recognition or awards.

#### 4. Schedules and Cost Controls

The consultant should discuss the proposed project timeline and identify critical events that may adversely impact DIS' objective. Examples of previous experiences meeting similar timelines and objectives should be noted. The consultant should discuss the cost estimating capabilities of the team and describe previous projects that illustrate the firm's ability to deliver projects on time and within budget.

The consultant should also discuss previous experiences with delivery of projects that resulted in exceptionally high reliability, low energy and maintenance operation cost. To the maximum extent possible, the examples cited should be representative of projects of similar size and complexity as that of this project.

#### 5. Management Plan

The consultant should identify the primary and secondary points of contacts to be used by DIS. These individuals should be present at the presentation. The consultant should describe the proposed organization of team members and support staff as required to meet the design challenges and delivery time of this project. Emphasis should be placed on the roles and responsibilities of each member of the team.

The consultant should describe his/her firm's approach to the organization of the team in the areas of design production and construction cost estimating for this project.

The consultant should describe contingency plans to address the loss of key personnel.

### C. Summary of Oral Presentation Scoring

Final Selection - Oral Presentation Scoring		
	Category	Maximum Points
1	Office Size Location	5
2	Key Personnel	10
3	Experience	15
4	Schedule / Cost Control	10
5	Management Plan	10
	Total	50

## VIII. SELECTION OF CONSULTANT

- A. The interview scores from each evaluator will be averaged to arrive at a ranking for each respondent. These average scores will be numerically added to the average score for the same respondent's statement of qualification evaluations. The scores will be ranked from highest to lowest (i.e. highest score receives the number one (1) rank position and second highest the number two (2) position, etc.). In the event of a tie score(s), the tie(s) will be broken by coin toss elimination. The coin toss will be conducted by the evaluation committee chair and witnessed by the evaluation committee facilitator. The consultant winning the coin toss will be placed in the ranking above the loser of the toss. The respondent having the highest total score (ranking) will be selected for negotiation.
- B. All respondents interviewed will be notified in writing of the rankings and the name of the consultant initially selected for negotiation.
- C. The consultant selected for negotiation will immediately submit a proposed scope of basic services to be provided for this project along with a copy of all proposed attachments to the contract, including a schedule of the proposed fees and anticipated reimbursable expenses. If services above and beyond the customary basic services are anticipated, submit a description of the proposed services and the proposed fees. Documentation of the proposed services, schedule, fees, etc. must be submitted as printed copy and electronic copy on a CD or USB flash drive, labeled with the firm's name. Electronic copies should be in PDF format. Basic services, allowable reimbursable expenses, and additional services shall be as defined in the Arkansas Building Authority Minimum Standards and Criteria.
- D. DIS will schedule a meeting as soon as possible with the top-ranked consultant to discuss the details and requirements of the full scope of services and project budget. All contracts shall be on the forms approved by the Office of State Procurement in the Arkansas Department of Finance and Administration. Attachments to this form are permissible and necessary to fully define the terms and conditions of the proposed contract. All attachments shall be edited as required to be in compliance with Arkansas State Laws, Arkansas Building Authority Minimum Standards and Criteria, Office of State Procurement Rules and Regulations and guidelines governing professional service contracts and DIS's policies.
- E. In the event that DIS cannot successfully negotiate a contract with the first consultant selected, DIS may terminate the negotiation process and undertake negotiations with the second highest ranked consultant. If the second negotiation is unsuccessful, DIS will terminate negotiation and move to the third ranked and so forth. If DIS is unable to successfully negotiate a contract with any of the consultants interviewed, the selection process shall be terminated. DIS shall re-evaluate the scope of services required or the need to continue with this project and cancel the project or begin a new RFQ selection process. Under no circumstances will DIS undertake negotiations with any of the respondents not selected for the oral presentation and interview phase of this solicitation.
- F. DIS and the State of Arkansas shall not be financially obligated for any consultant's expenses associated with the negotiation process, whether successful or not.